

3790

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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12/19/05

Revised

**TITLE: UTILITIES ELECTRIC CREW ASSISTANT**

**DEFINITION**

Under supervision, to perform semi-skilled tasks in assisting journey level workers in the construction and maintenance of electric overhead and underground lines; to perform limited clerical duties in stocking of work crew truck and maintaining work records; and to do related work as required.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Work with and assist journey level workers in stringing wire, pulling cable, and hoisting tools, equipment and transformers.
- Work with and assist journey level workers in repairing underground cables, replacing street light standards, and maintenance and repair of vaults.
- Operate a truck; perform minor servicing to truck and report mechanical to other problems; operate and hoist and winch in setting and pulling poles, raising and lowering heavy equipment and other materials.
- Act as crew stock clerk, picking up materials and supplies indicated by work orders, pass out and issue supplies and materials, keep simple records of supplies and materials used; assist in preparing records of work performed; note changes made in electrical installation

**QUALIFICATIONS**

**Knowledge of:**

- Methods, materials and tools used in electrical construction and maintenance work.

**Ability to:**

- Understand and carry out oral and written instructions.
- Learn and observe proper safety precautions.
- Perform heavy manual tasks under varied weather conditions.
- Learn a variety of semi-skilled tasks required in electrical construction and maintenance.
- Prepare and maintain simple records.
- Work overtime as required.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be one year of experience performing duties comparable to those of an Utilities Electric Field Helper in the City of Riverside.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Possession of or ability to obtain an appropriate, valid California motor vehicle operators license.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Electric Crew Assistant

**TO:**